

ROUTING AND TRANSMITTAL SLIP		Date
		29 Jan 85
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. C/OC-MLS		[Signature] 29 JAN 1985
2. OC-MLS/RAG		[Signature] 1/30/85
3. OC-MLS/PPBG		[Signature] 2/7/85
4. OC-MLS/LOG		[Signature]
5. OC-MLS/SINAG		[Signature]
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	
REMARKS		

6. OC/OL/IMC

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
Sue, O/C/OC-MLS	Phone No.

5041-102

☆ GPO : 1983 O - 381-529 (301)

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

OC-AMD Staff Notes - 14-18 January 1985

C/OC-AMD

EXTENSION

NO. OC-12136-85

DATE 22 January 1985

TO: (Officer designation, room number, and building)**DATE**

RECEIVED

FORWARDED

**OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/CO

23 JAN
1985

28 JAN 1985

ND

2.

DD/CO

28 JAN
198529 JAN
1985

✓

3.

OC-MLS

29 JAN 1985

RAY

4.

~~OC-EXA~~

5.

OC-OL/IMC

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Archiving

CONFIDENTIAL

OC-12136-85

22 January 1985

MEMORANDUM FOR: Director of Communications

25X1 FROM:

[REDACTED]
Chief, Administrative Management Division, OC

SUBJECT: OC-AMD Staff Notes - 14-18 January 1985

1. During the week, Panel N personnel strength remained at status quo (one departure from the panel and one new employee). Panel N is seven (7) technicians over authorized ceiling. However, this figure includes technicians who are in the process of leaving Panel MCN, participating in the OJT program, attending initial EOD training, and serving in assignments other than Panel MCN. With these categories deleted, Panel MCN is thirty (30) technicians understrength.

2. During the week, Panel D personnel strength decreased by two (resignations). The Panel is currently eighty-two (82) employees over authorized ceiling. There are 120 EOD students in training, while 13 TCA personnel are in processing or preparing for their overseas assignments. Taking into account the non-production status of EOD students, Panel MCD is currently sixty-six (66) personnel understrength.

25X1 3. CONUS activities included the processing of twenty-one (21) TDY'ers, [REDACTED] two (2) returnees and two (2) resignations. OC is currently providing eleven (11) Panel D and four (4) Panel N, CONUS based personnel for TDY support of the Foreign and Domestic Networks.

25X1 4. The Personnel Actions on MCD employees necessary to implement the experimental Banding Pay System have been processed by PAB/PSS. Nearly [REDACTED] actions have been forwarded to the Office of Personnel.

25X1 5. FY85 OC position allocations have been reviewed in AMD and will be submitted to PMCD for establishment on the OC Staffing

25X1 WARNING NOTICE -
INTELLIGENCE SOURCES
OR METHODS INVOLVED

CONFIDENTIAL

CONFIDENTIAL

SUBJECT: OC-AMD Staff Notes - 14-18 January 1985

Complement. These additional positions will be reflected on the 28 February 1985 Staffing Complement.

6. RES reviewed 82 personal resumes and 22 PHS packets this week for possible processing.

25X1 7. Two Learning Resource Center positions were assembled, the video equipment calibrated and installed in the OC Library 18 January. Each position is equipped with a 1/2-inch VHS video tape playback/monitor system which will accommodate tapes recorded in the two-hour mode. The OC Video Library of 3/4-inch U-matic format tapes is presently being converted to 1/2-inch format and a selection of 1/2-inch tapes will be made available for the OC Library as soon as possible. The OC inventory of 3/4-inch U-matic video systems [] were also calibrated and received preventive maintenance 18 January.

25X1 8. [] attended a one-day training session on the DEST OCR. They were very impressed by the simplicity of the maintenance aspects of the unit. The DEST will be taught as part of the ALPHA III OCR course.

25X1 9. The comprehensive exercise for TCA Class 4-84 commenced on 14 January 1985. Power outages at CS on 14 and 16 January played havoc with the beginning of the exercise. []
25X1 []

25X1 10. Fifty VHS copies of the Wang Daisy Printer tapes have been duplicated and will be shipped the week of 21 January.
[]

CONFIDENTIAL

Page Denied